

PLANNING & DEVELOPMENT DEPARTMENT

TENTATIVE MAP SUBMITTAL REQUIREMENTS

A Tentative Map submittal is subject to the requirements of Title 18.08.

PRE-APPLICATION CONFERENCE: A pre-application conference with a representative from the Department of Planning & Development is required before submitting an application. This is to ensure that the proper type of application is being made and that various concerns will be addressed by the time of submittal. It is the responsibility of the applicant to schedule the pre-application conference by calling (702) 229-6301. See Meeting Schedule for pre-application conference and submittal closings dates.

PRE-APPLICATION SUBMITTAL CHECKLIST: A Submittal Checklist with an **original signature** by the planner conducting the Pre-Application Conference is required.

APPLICATION/PETITION FORM: A completed Application/Petition Form is required. The signature on this application can be either the property owner, applicant or representative and does not require notarization.

DEED & LEGAL DESCRIPTION: In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible.

FEES: \$450 plus \$5 per lot (Common Lots are not included in the per lot fee total)

TENTATIVE MAP CHECKLIST: All items on the Checklist must be addressed on the Tentative Map. The Checklist must be signed by a Public Works Representative before submittal of the application.

DINA (SB 191) and/or PROJECT OF REGIONAL SIGNIFICANCE: If applicable, an Environmental Impact Assessment statement and ten (10) additional Site Plans will be required.

TENTATIVE MAP: (24 folded and 1 rolled)* Please refer to the Tentative Map Checklist for additional requirements.

* All site area must be on one sheet or page.

PERIMETER WALL DETAIL: Existing and proposed perimeter walls with cross-sections indicating height, color, material, and texture.

CROSS SECTION DRAWING: Seven (7) copies of a Cross Section Drawing that meets the requirements of Section 18.08.110 (B-G) and 18.12.510.

LASER PRINT: A reduced, black & white 8.5x11 (high resolution) copy of the Tentative Map and Cross Section Drawing are required.

STATEMENT OF FINANCIAL INTEREST: A completed Statement of Financial Interest is required.

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TENTATIVE MAP CHECKLIST

A. TENTATIVE MAP CONTENTS

- ☐ The name of the proposed subdivision. (If applicable, this shall include proper designation as a condominium, townhouse, residential planned development or commercial subdivision.)
- ☐ Names, addresses and phone numbers of owners(s), subdivider and surveyor or engineer.
- ☐ Date, north arrow and scale.
- ☐ A location map giving sufficient legal description to describe tract boundaries and relationships to surrounding areas and existing public streets.
- ☐ Existing topography (obtained by actual survey at one (1) foot contours [based on City datum] on-site and within one hundred fifty (150) feet of the proposed subdivision [except for existing subdivisions within one hundred fifty (150) feet]. The Department of Public Works may require larger contour intervals for large tracts.
- ☐ Existing structures and other physical features. *If none exist, indicate this on the map.*
- ☐ Existing and proposed lot lines and dimensions. Each proposed lot shall be numbered in sequence and each block shall be numbered or lettered. Letters may be used to identify common lots.
- ☐ Existing and proposed street right-of-way widths, grades (with the direction of drainage indicated) and corner radii. *If non exist, indicated this on the map.*
- ☐ Existing and proposed street names. (A separate alphabetical listing must be submitted in addition to the names being shown on the map.)
- ☐ Existing and proposed utility rights-of-way and easement widths. *If none exist, indicate this on the map.*
- ☐ Existing and proposed irrigation or drainage channel rights-of-way and easement widths. *If none exist, indicate this on the map.*
- ☐ Existing and proposed storm drains. *If none exist, indicate this on the map.*
- ☐ Existing and proposed sanitary sewer systems showing direction of flow and grade, and estimated average and peak daily sewage flows to be contributed by proposed subdivision. *If none exist, indicate this on the map.*
- ☐ Existing and proposed potable water mains and a subdivision to be supplied by wells, the location, pressure and capacity of such wells shall be authorized under a State certificate, and the potential population capable of being served by such wells. *If none exist, indicate this on the map.*
- ☐ Proposed reservations or dedications for parks, schools, or other public or quasi-public uses. *If none exist, indicate this on the map.*
- ☐ Existing street names, rights-of-way and pavement widths for streets within one hundred fifty (150) feet of the proposed subdivision. *If none exist, indicate this on the map.*

B. SUPPLEMENTAL INFORMATION

The following supplemental information may be required by the Department of Public Works or the Planning and Development Department. When required, it shall be submitted on separate drawings.

- ☐ A traffic impact analysis, single subdivision access report, or master driveway and on-site circulation plan, prepared in accordance with City standards or as directed by the City Traffic Engineer.
- ☐ Any proposed deviations from City standards.
- ☐ Whenever perimeter block walls are proposed which; 1) face a public street or that adjoin property not in common ownership; 2) are within a single plane, not separated by landscaping; and 3) exceed the maximum acceptable wall heights indicated in Table "A" contained in Chapter 8 of LVMC, the applicant shall submit three copies of a plan showing all proposed perimeter grades which indicate such walls. This plan may be superimposed on the tentative map, but must be legible. The plan shall include cross sections of all perimeter walls which exceed the height limitations indicated in Table "A".

REVIEWED BY: _____ DATE: _____